

2020-2021 UTAH SCHOOL HEALTH WORKLOAD REPORT

Please submit district/charter/private/parochial school year 2020-2021 data online by June 30th 2021. Contact bhinkson@utah.gov or call (801) 419-1078 with any questions. Data will be collected online. Use this document as a worksheet to collect the information. Remember: **This report is mandatory for all districts and charter schools that receive funding through USBE.**

Link will be open from May 1, 2021 through June 30, 2021. Link to submit data:
https://utahgov.co1.qualtrics.com/jfe/form/SV_2hHjKyuZjsnYodv

Instructions: please complete the School Health Workload Report below as one per district, one per charter school, or one per private/parochial school.

DO NOT double count FTE. Please enter "0" for any data point not collected.

LOCAL EDUCATION AGENCY (LEA) INFORMATION

1. District name:	
2. OR charter/private/parochial school name:	
3. Person completing report:	
A. Name	
B. Title	
C. Email address	
4. Are you a school nurse (yes/no)?	Yes No
5. School nurses are hired by:	
A. LEA (district/charter/private school) (specify):	
B. Local health department (specify):	
C. Other (specify):	
D. We don't have a school nurse	
6. Total number of schools in your LEA (total schools with assigned school numbers from USBE)?	
7. Students with certain medical impairments (see definitions on last page).	
A. Total number of student with health concerns	
B. Total number of medically complex students:	
C. Total number of medically fragile students:	
D. Total number of nursing-dependent students:	

SCHOOL NURSE STAFFING

8. List all **RNs** with assigned caseload providing direct services to this LEA (add lines as needed). Do NOT list diabetes care/insulin nurses here. List them in #13 below.

For **T/S/P** (below) use these codes:
T: Typical school nurse - most school nurses fall into this category-may serve in schools where there are typical, special education, and preschool students (general education)
S: Special Education ONLY school nurses
P: Pre-K ONLY school nurses
I: Insulin/Diabetes nurses – please list in #14 below (not here)

<u>Name: (add lines as needed)</u>	<u>FTE</u> (i.e. 1 for full-time, .5 for half-time, etc.)	<u>T/S/P</u>	<u>Credentials</u> (ADN, BSN, MSN, etc.)	<u>Email</u>

9. List LPNs with an assigned caseload providing direct services (DO NOT double count FTE)

<u>Name: (add lines as needed)</u>	<u>% of FTE</u> (i.e. 1 for full-time, .5 for half-time, etc.)	<u>T/S/P</u>	<u>Email</u>

10. Total number of **health aids** (non RN, non LPN) with an assigned caseload providing direct health services (e.g. give medication, staff health office, perform specific health procedures). Do not count secretaries, teachers, or other staff who only provide health services at times. Enter zero if not applicable. DO NOT double count health aids entered elsewhere.

A. Total number of health aids (#):	
B. Total FTE of health aids:	

11. Total number of **supplemental/float RN** permanently hired to provide nursing services (i.e. substitute nurses). DO NOT include RNs with 1:1, 1:2, 1:3, 1:4, 1:5 or RN that provide diabetic services only. This count is in addition to the RNs identified in #7. Enter zero if not applicable. DO NOT double count RNs entered elsewhere.

A. Total number of supplemental/float RN (#):	
B. Total FTE of supplemental/float RN:	

12. Total number of **supplemental/float LPN** permanently hired to provide nursing services (i.e. substitute nurses). DO NOT include LPNs with 1:1, 1:2, 1:3, 1:4, 1:5 or LPNs that provide diabetic services only. This count is in addition to the LPNs identified in #8. Enter zero if not applicable. DO NOT double count LPNs entered elsewhere.

A. Total number of supplemental/float LPN (#):	
B. Total FTE of supplemental/float LPN:	

13. Total number of **supplemental/float health aids** permanently hired to provide hired/contracted health aides (non-RN, non-LPN) FTE who provide supplemental/additional direct nursing services or specific procedures. DO NOT include those with 1:1, 1:2, 1:3, 1:4, 1:5 assignments. This count is in addition to the health aides identified #9. Enter zero if not applicable. DO NOT double count health aids entered elsewhere.

A. Total number of supplemental/float health aids (#):	
B. Total FTE of supplemental/float health aids:	

14. Total number of **RN with special assignment**- Includes nurses working with limited caseload providing direct services such as medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5), or child

find/EPSDT. Count your diabetes care/insulin only RNs here. Enter zero if not applicable. DO NOT double count RNs entered elsewhere.						
A. Total number of RN with special assignment (#):						
B. Total FTE of RN with special assignment:						
15. Total number of LPN with special assignment - includes nurses working with limited caseload providing direct services such as medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5), or child find/EPSDT. Count your diabetes care/insulin only LPNs here. Enter zero if not applicable. DO NOT double count LPNs entered elsewhere.						
A. Total number of LPN with special assignment (#):						
B. Total FTE of LPN with special assignment:						
16. Total number of health aids with special assignment - includes health aids working with limited caseload providing direct services such as medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5). Enter zero if not applicable. DO NOT double count health aids entered elsewhere.						
A. Total number of health aids with special assignment (#):						
B. Total FTE of health aids with special assignment:						
17. Total number of RN providing administrative or supervisory school health services <u>only</u> (no student caseload). Count those RN providing management/clinical supervision to RNs, LPNs, or other health extenders, or conducting other administrative health services (not listed in #7). Enter zero if not applicable. DO NOT double count RNs entered elsewhere.						
A. Total number of RN providing administrative or supervisory services (#):						
B. Total FTE of RN providing administrative or supervisory services:						
18. Total number of LPN providing administrative or supervisory school health services <u>only</u> (no student caseload). Count those LPN providing management/clinical supervision to LPNs or other health extenders, or conducting other administrative health services not listed in #8. Enter zero if not applicable. DO NOT double count LPNs entered elsewhere.						
A. Total number of LPN providing administrative or supervisory services (#):						
B. Total FTE of LPN providing administrative or supervisory services:						
19. Total number of assistants providing administrative support services to RNs or LPNs at this school (clerical assistance). Enter zero if not applicable. DO NOT count regular school secretaries, only those with main assignment of clerical service to school health/nursing staff.						
A. Total number of assistants (#):						
B. Total FTE of assistants:						
MEDICAL CONDITIONS						
Please enter total number in each category. Enter zero if not applicable or not available. Note: one student may have more than one diagnosis.						
	Asthma	Type 1 Diabetes	Type II Diabetes	Seizures (all types)	Anaphylaxis (to anything)	Mental Health Disorders

						(see last page for definitions)
20. Total diagnosed by healthcare provider:						
21. Of those counted above in (A) total students with this condition that have an IHP/EAP:						
22. Of those counted in (A) total students with this condition that have Section 504 plans:						
23. Total number of other IHP/EAP were written for conditions other than those listed above:						
24. Total number of students who are chronically absent (defined as missing more than 10% of school or more than 18 days in the school year). Please list a number (not a percentage) of students who are chronically absent.						
DISPOSITIONS						
Enter number of all student encounters/health office visits, not just those due to specific conditions. Submit numbers as collected, whether for a day, week, month, or a year.						
	Students returned to class or staying in school	911 Called	Student sent home			
25. Number of student encounters/health office visits to RN resulting in:						
26. Number of student encounters/health office visits to LPN resulting in:						
27. Number of student encounters/health office visits to health aid/clerk (non-RN, non LPN) resulting in:						
COVID-19						
28. Total number students with mask exemptions:					#	
29. Total number positive COVID-19 students during the school year:					#	
30. Total number positive COVID-19 school employees (do not include school nurses) during the school year:					#	
31. Total number positive COVID-19 school nurses during the school year:					#	
32. Did you utilize virtual visits during the school year:					Yes	No Unknown
A. Total number virtual visits between school nurse and school:					#	
B. Total number virtual visits between school nurse and parent/guardian:					#	

C. Total number virtual visits between school nurse and healthcare provider:		#		
D. What format(s) did you use for virtual visits:		List		
MEDICATIONS				
Naloxone		Yes	No	Unk
33. Does your district/school have a policy in place for administration of naloxone?				
34. Does your district/school carry stock naloxone?				
35. Total number of times naloxone was administered at school (by both lay staff and school nurses):				
36. Total number of staff members trained to administer naloxone:				
Epinephrine		Yes	No	Unk
37. Does your district/school have a policy in place for administration of epinephrine auto-injector?				
38. Does your district school carry stock epinephrine?				
39. Total number of individual orders in your district/school for epinephrine:				
40. Total number of staff members trained to administer epinephrine auto-injector (include general staff trained and student specific):				
41. Total number of times epinephrine was administered at school (by both lay staff and school nurses):				
42. If epinephrine was administered at school, please list:	Injected with their own epinephrine:	Injected with stock epinephrine:		
A. Total number of students injected with epinephrine:				
B. Total number of staff/visitors injected with epinephrine:				
Glucagon				
43. Total number of individual orders do you have in your district/school for glucagon:				
44. Total number of times glucagon was administered at school (by both lay staff and school nurses):				
45. Total number of staff members trained to administer glucagon (student specific training):				
Seizure Rescue Medication				
46. Total number of orders for seizure rescue medication:				
47. Total number of times seizure rescue medication was administered the school nurse:				
48. Total number of times seizure rescue medication was administered by school employee volunteers:				
49. Total number of school employee volunteers trained to administer seizure rescue medication (student specific training):				
Asthma Rescue Medication				

50. Total number of students with orders for asthma rescue medication (student specific):			
51. Total number of times <u>student specific</u> asthma rescue medication was administered by school staff (non-nurse):			
52. Total number of times <u>student specific</u> asthma rescue medication was administered by school nurse:			
53. Total number of staff members trained to administer <u>student specific</u> asthma rescue medication:			
54. Total number of schools that carry <u>stock</u> albuterol:			
55. Total number of staff trained to administer <u>stock</u> albuterol:			
56. Total number of times students received <u>stock</u> albuterol administered or assisted by lay staff (non-nurse):			
57. Total number of times students received <u>stock</u> albuterol administered or assisted by school nurse:			
58. Total number of students who needed asthma medication but didn't have access to it (either stock or student specific).			
	Students returned to class or staying in school	EMS Called	Student Sent Home
59. Total number of students receiving <u>stock</u> albuterol resulting in:			
60. Total number of students receiving their own <u>student specific</u> asthma rescue medication resulting in:			
61. If your school carries <u>stock</u> albuterol, in what form:	Total number of schools carrying stock albuterol for administration via <u>inhaler</u> :	Total number of schools carrying stock albuterol for administration via <u>nebulizer</u> :	
Other medication			
62. Total number of daily scheduled medication orders were on file during the school year:			
63. Total number of staff members trained to administer daily scheduled medications:			
64. Total number of PRN (as needed) medication orders were on file during the school year not including naloxone, epinephrine, glucagon, asthma, and seizure rescue medication (counted separately, above):			
65. Total number of staff members trained to administer PRN medications:			
66. Total number of <u>medication errors</u> (definition on last page) your district/school had during this school year:			
67. If you had <u>medication errors</u> , enter number of errors by the school nurse:			
68. If you had <u>medication errors</u> , enter number of errors by other school staff:			

SCREENINGS	
Vision Screening -If school nurse please complete #69-78 -If not a school nurse please complete 69 – 72, and 75 only	
69. Total number of students receiving tier 1 vision screening:	
70. Total number of students referred to eye care professional following a tier 1 vision screening:	
71. Total number of students seen by eye care professional following a tier 1 vision screening:	
72. Total number of students referred for tier 1 vision screening receiving treatment (including RX for glasses/contacts):	
73. Total number of “Vision Symptoms Questionnaires” submitted to the school nurse for evaluation of a tier 2 vision screening:	
74. Total number of students referred to an eye care professional following a tier 2 vision screening by a school nurse:	
75. Total number of students referred automatically to eye care professional in lieu of tier 2 vision screening:	
76. Total number of students seen by eye care professional following a tier 2 vision screening:	
77. Total number of students referred for tier 2 vision screening receiving treatment (including RX for glasses/contacts):	
78. Total number of students receiving financial assistance for glasses or exam with eye care professional (e.g. VSP, Sight for Students, Friends for Sight, Lion’s Club):	
Dental/oral Screening	
79. Total number of students receiving oral screening (through any school-sponsored program):	
80. Total number of students receiving dental varnishing:	
81. Total number of students receiving restorative services through any school sponsored program:	
82. Total number of students seen by the school nurse with a dental emergency:	
TRAINING	
83. Enter the number of district/school staff receiving training <i>from the school nurse</i> on the daily management and emergency care needs of students with (please include student-specific and general staff training):	
A. Asthma	
B. Diabetes	
C. Seizures	
D. Anaphylaxis (to anything)	
84. Enter the number of students <i>taught by the school nurse</i> about:	
A. Maturation	
B. Hand washing	
C. Hygiene	

D. Dental care	
E. Asthma	
F. Other (specify)	
85. Total number of schools with AEDs:	
86. Total number of school nurses that are CPR/1 st Aid instructors:	
87. Total number of school staff trained/certified by school nurse in CPR/1 st aid:	
88. Total number of students trained/certified by school nurse in CPR/1 st aid:	
DATA COLLECTION	
89. Are you currently using student health data to identify the impact of school nurse interventions on student health and educational outcomes (i.e., improved attendance, test scores, grades, graduation rates)?	
90. Comments?	

DEFINITIONS

EAP: Emergency Action Plan

This is written by the nurse – for other school staff, with input from the family and healthcare provider. This document is usually in the “if you see this – do this” format for lay staff to follow. The nurse and parent should sign this document. Provider signature is only required if provider orders are included (i.e. medication, procedure order).

IHP: Individualized Healthcare Plan

This is written by the nurse – for the nurse, with input from the family and healthcare provider. The nurse should sign this document, but provider signature is not required.

Medically Complex Students

Students who are medically complex are defined as those who may have an unstable health condition and who may require daily professional nursing services. Students in this category have health conditions which require a licensed registered nurse to do an assessment, write an individualized healthcare plan (IHP) and/or emergency action plan (EAP), and teach and oversee tasks delegated to UAP who work directly with the student.

An example of a student in this category would be one who has medically stable epilepsy or asthma. The school nurse will access medical orders, assess the student, write an IHP or EAP, teach UAP or other school staff how to recognize a problem, and assist the student in the event of an acute incident.

Medically Fragile Students

Students who are medically fragile are those students who may have a life-threatening health condition and who may require immediate professional nursing services. Students in this category have a health condition which requires frequent (often daily) one-on-one intervention. An example of this would be a six year old student newly diagnosed with type I diabetes. Intervention is required on a daily basis to check blood status, configure correct insulin doses, and administer insulin. As this student's medical condition becomes more stable and the student matures, the student's category may change to one which requires less intense school health services (i.e. medically complex).

Medication Errors

Medication errors include missed dose, wrong student, wrong medication, wrong dose, wrong time, wrong route, expired medication, medication not available, etc.

Mental Health

Mental health issues (question 19) include ADD/ADHD, depression, anxiety disorders, oppositional-defiant disorder, mood disorders, schizophrenia, autism spectrum disorder, bipolar disorder, borderline personality disorder, dissociative identity disorder, obsessive-compulsive disorder, post-traumatic stress disorder, separation anxiety disorder, social phobia, Tourette's disorder, eating disorders, just to name a few.

Nursing-Dependent Students

Students who are nursing dependent are those who may have an unstable or life-threatening health condition and who may require daily, direct, and continuous professional nursing services. These students require direct one-on-one services by a licensed nurse so that they are medically safe in the school setting. An example of a nursing-dependent student would be one with impaired breathing who has a tracheostomy which requires frequent suction.